



Bernards Heath Junior School

Headteacher Mrs S. Kilpatrick B.Ed

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Chair of Governors Mrs M. Liming

Charging & Remissions Policy

March 2015

Bernards Heath Junior School

Charging, Refunds and Remission Policy

Purpose and Reasoning

The purpose of this policy is to set out the school's charging and refund policy for school activities.

Aims and Principles

The Governors wish to ensure that all pupils have access to all areas of school life, regardless of their parents' ability to pay.

Charging

Calculating Charges

When charges are made for any activity, whether during the day or outside the school day, they will be based on the actual cost incurred, divided by the total number of pupils participating. The principle of best value will be applied when planning activities that incur costs to the school and/or charges to the parents.

The following is a list of additional activities organised by the school, which require either voluntary contributions or payments from parents. This list is not exhaustive;

Voluntary

Coach Travel
D & T – Art Activities Materials
Themed History/Music/Drama Workshop/Visits
Visits to Museums
Swimming
Cooking
Sporting activities which require transport expenses

Paid

Cycling Preparation
Individual Music Lessons
Milk
School Lunches
Outside Provider Extra-curricular
Residual School Journey

Swimming

We do not refund any swimming payments even if your child does not attend, lessons are paid for and booked in advance.

Music

Fees should be paid in advance and payment in full, should be received no later than the last week of the previous term. Lessons will not commence until payment has been received. Refunds will not be given due to a child's absence from school but the teacher will make up the lesson if they themselves are absent for any reason.

Hirings

We do not usually offer any refunds for hirings. Hirings will be invoiced half termly in advance.

Lunches

A credit can remain on the child's account throughout their school attendance. At the end of their Year 6, anything up to £10 will be refunded by the School Office, however anything above £10, the refund will be sent directly to the parent via BACS transfer from Herts Catering Limited.

For School lunches payment should be made immediately. If you are paying by cheque, please make this payable to Hertfordshire Catering Ltd. Alternatively you can pay online through school gateway if you have registered.

Please note if payment is not made during the first two weeks of term, your child should bring a packed lunch from home.

Trips

At the end of each journey or trip, surplus, or deficit should be calculated from journey book or visit sheet and confirmed against the ledger records. If there is a surplus, a refund of a substantial amount (Over £100) will be offered to be divided to parents who have contributed.

The School asks for donations to cover the cost of items such as trips, visiting educational/theatre groups. The school could not provide these experiences without parental donations. We believe that the opportunities we offer enrich the curriculum and provide memorable and exciting learning experiences for your children.

Remissions

The Governing Body may wish to remit in full or in part the cost of the other activities for particular pupils, for example, in the case of family hardship. When arranging a chargeable activity such parents will be invited in confidence to apply for the remission of charges in full or in part. The Headteacher in consultation with the Chair of Governors will make authorisation for such remission.

The Headteacher and Governors will consider sympathetically cases of genuine need where families may seek help with these charges and will remit those they feel necessary from the school's budget.

Voluntary Contributions

The Governing Body may from time to time amend the categories of activity for which a charge may be made. Nothing in this policy statement precludes the Governing Body from inviting parents to make a Voluntary Contribution towards the cost of additional activities that take place in school from time to time. Parents may be advised that the continuance of an activity may depend upon voluntary contributions, but once it has been decided to run such an activity no qualifying child will be excluded on the grounds of voluntary contributions.

After School Activities and School Milk – Charging and Refunds

Activities provided by an Outside provider that are Extra Curricular and School Milk. Charging, payments and refunds will be made to and sought directly from the outside provider/Cool Milk.

Free School Meals Eligibility

Anyone who is in receipt of Free School Meals, may make an application to the Headteacher for assistance with payment of any of the above mentioned charges. The Headteacher will consider these on a case by case arrangement and may award payment assistance at their own discretion.

Charging Policy March 2015

Working Party: JT/SK/PP

Adopted by Resources Committee – May 2015

Ratified by Governors: ____/____/____